

**Didactic Program in Dietetics  
Student Handbook  
2019-2020**

**Department of Nutritional Sciences  
University of Wisconsin-Madison**



**Nutritional Sciences**  
**UNIVERSITY OF WISCONSIN-MADISON**

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**DPD Student Handbook Signature Page**

This page is to be signed by the student after receiving and reading this DPD Student Handbook. The original will be kept in the student file.

Information provided in the DPD Student Handbook refers to specific DPD program policies as well as policies that are issued by the University of Wisconsin-Madison and the College of Agriculture and Life Sciences.

I realize it is my responsibility to read the DPD Student Handbook and clarify any questions or concerns with the DPD Program Director and/or Coordinator.

My signature indicates that I have read, understand and agree to the requirements as stated in the policies and procedures in the DPD Student Handbook.

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Name of Student (Print)

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Signature of Student

## **INTRODUCTION TO THE DIDACTIC PROGRAM IN DIETETICS**

Welcome to the Didactic Program in Dietetics (DPD) and the beginning of a professional career in Dietetics. Students that have the desire, interest and commitment to attain the knowledge and skills necessary to provide optimal food and nutrition services for individuals and groups within society will be well on their way to success by being part of the DPD.

This handbook provides essential information regarding the DPD at the University of Wisconsin-Madison. The handbook will provide students with guidance for successful completion of a Bachelor of Science in Nutrition and Dietetics.

### **DPD Mission**

The DPD at the UW-Madison is in the Department of Nutritional Sciences (DNS), with admission through the College of Agricultural and Life Sciences (CAL S). As a program within a land-grant institution, the specific program goals include meeting the needs of a wide variety of students, including non-traditional students and those that choose career paths other than becoming registered dietitian nutritionists (RDN).

The mission of the DPD is to provide a high-quality, broad-based education that will equip graduates with the foundational knowledge and skills needed to pursue their professional goals, including preparation for supervised practice leading to eligibility for the Commission of Dietetic Registration (CDR) credentialing exam to become an RDN.

Undergraduate students matriculate through the DPD curriculum in an orderly sequence that builds on broad interdisciplinary academic core, advancing knowledge and skills in the fields of nutrition and dietetics and culminates with the award of a Bachelor of Science degree in Nutrition and Dietetics. The philosophy of the program is based on the belief that RDNs must have a broad education with strong foundations in communications, physical and biological sciences, social sciences, research, food, nutrition, management and health care systems while understanding that life-long learning is an integral part of professional practice.

### **Program Goals**

The DPD Program goals are to:

1. Prepare graduates to become entry-level RDNs with a high-quality, research-based education.
2. Prepare graduate students to pursue their career goals.

### **Outcome Measures**

Outcome measures, for each program goal, assess the program's effectiveness. These outcome measures are:

- 80% of graduates completing supervised practice programs, responding to a survey, rate their academic preparation as good or excellent on a 4-point scale.
- 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

- 45% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least – 80%.
- 80% of supervised practice program directors, responding to a survey, rate the academic preparation of program graduates as above average or exceptional.
- 75% of program graduates rate, responding to a survey, rate their career advising as good or excellent on a 4-point scale.
- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).

### **The DPD and the RDN Credential**

Students who complete the nutritional sciences major in the DPD receive the Bachelor of Science–Nutrition and Dietetics degree.

Students meet the following criteria as a pathway for becoming an RDN by completing the following steps:

1. Fulfill all academic course requirements of the DPD according to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Standards of Education
2. Earn a Bachelor's degree (minimum); Students completing the UW-Madison DPD program in Nutritional Sciences will earn a B.S. Nutrition and Dietetics
3. Complete an ACEND-accredited Dietetic Internship Program
4. Pass a national exam administered by the Commission on Dietetic Registration (CDR). *Effective January 1, 2024, the CDR will require a minimum of a master's degree to be eligible to take the registration examination to become an RDN*
5. Follow appropriate state laws that regulate the practice of dietetics

### **Accreditation Status**

The Didactic Program in Dietetics is currently granted full accredited status until 12/31/26 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 800-877-1600 ext 5400.

[ACEND@eatright.org](mailto:ACEND@eatright.org), [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend)



**PROGRAM ORGANIZATION**

The DPD was implemented in 1974. It is administered by the Dietetics Program Committee (DPC). Membership includes representation from the Department of Nutritional Sciences and the Department of Food Science.

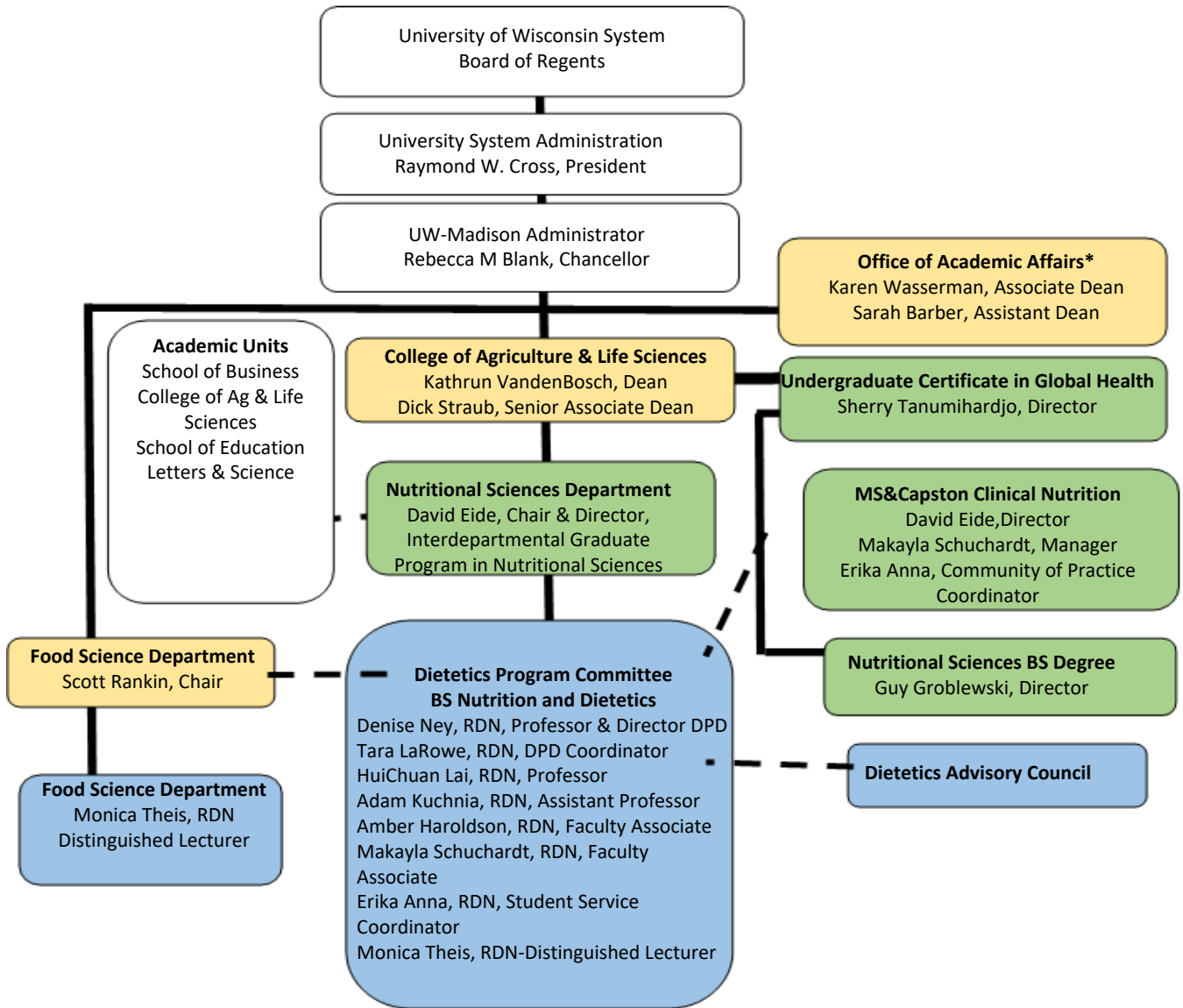
Members of the DPC are:

<p><b>Denise Ney, PhD, RDN</b>          Professor  <i>Director</i>-Didactic Program in Dietetics          Nutritional Sciences, Rm 277          262-4386          ney@nutrisci.wisc.edu</p>	<p><b>Tara LaRowe, PhD, RDN, CSSD</b>          Faculty Associate  <i>Coordinator</i> – Didactic Program in Dietetics          Nutritional Sciences, Rm 286          265-8928          tllarowe@wisc.edu</p>
<p><b>Erika Anna, RDN</b>          Student Services Coordinator          Nutritional Sciences, Rm 274          262-1692          anna@wisc.edu</p>	<p><b>Amber Haroldson, PhD, RDN</b>          Faculty Associate          Nutritional Sciences, Rm 279          262-4914          halverson@wisc.edu</p>
<p><b>Adam Kuchnia, PhD, RDN</b>          Assistant Professor          Nutritional Sciences, Rm 340A          kuchnia@wisc.edu</p>	<p><b>HuiChuan Lai, PhD RDN</b>          Professor          Nutritional Sciences, Rm 340E          262-9972          hlai@wisc.edu</p>
<p><b>Makayla Schuchardt, MS, RDN, CNCS</b>          Faculty Associate          Nutritional Sciences, Rm 275          261-1397          mlschuchardt@nutrisci.wisc.edu</p>	<p><b>Monica Theis, MS, RDN</b>          Distinguished Senior Lecturer          Department of Food Science          Babcock Hall, Rm 123          263-2225          mltheis@wisc.edu</p>

**Organizational Chart**

The DPD is housed in the Department of Nutritional Sciences (DNS) within the College of Agricultural and Life Sciences (CALS). The organizational structure for administration of the DPD is shown below.

**Organizational Chart  
UW-Madison Didactic Program in Dietetics**



\*The DPD Director and Dietetics faculty have ongoing interaction and support from the CALS Office of Academic Affairs to manage the program.



## GENERAL INFORMATION

### Admission Requirements

Admission into the DPD/B.S. degree in Nutrition and Dietetics follows a 2-step process. Students first declare Pre-Dietetics as their major until admitted to the Dietetics (DPD) program, after meeting specific pre-requisites. Students interested in declaring Pre-Dietetics should make an appointment with Erika Anna, Student Services Coordinator. ***Students should note that Pre-Dietetics does not guarantee admission to the DPD/B.S. Degree in Nutrition and Dietetics (Dietetics Classification—see below for specific requirements).***

### Pre-Dietetics

Admission process for Pre-Dietetics varies depending on whether the student is a(n):

- 1) Prospective freshman
- 2) Internal transfer
- 3) External transfer, or
- 4) 2<sup>nd</sup> degree candidate

Complete information on how to declare PDI is found in the “Introduction to Dietetics for New and Prospective Students” resource manual found on Canvas ([www.canvas.wisc.edu](http://www.canvas.wisc.edu)) and is also provided in NS 200, Introduction to the Professions of Nutrition and Dietetics.

Students can also refer to ‘Information for Prospective and Transfer Students’ available on the DPD program website: <https://nutrisci.wisc.edu/didactic-program-in-dietetics-dpd-b-s-dietetics/advising/information-for-prospective-students/>

Students with Pre-Dietetics status work closely with the Student Service Coordinator to plan courses for the eligibility to apply to the DPD/B.S. degree in Nutrition and Dietetics (see Advising for more detail). ***If students are not admitted to the DPD/B.S. degree in Nutrition and Dietetics by the time they accumulate 86 credits, they are not allowed to continue in Pre-Dietetics.*** This policy is to ensure that students seek majors where they can complete degree requirements.

### Dietetics (DPD) Classification

Admission into the DPD/B.S. degree in Nutrition and Dietetics is defined as completing the following requirements:

A minimum cumulative GPA of 2.80, based on UW-Madison courses\*

A minimum mean GPA of 2.80 in the following required courses\*\*:

Course	Credits
Chem 103 and 104, or 109	5-9
Zoo 101 and 102, or 151	5
Nutritional Science 332	3
Physiology 335	5
Psych 202 OR Micro 101 OR Statistics OR Gen Bus 300	3
Total Credits	21-25

\*Students must have completed one semester at UW-Madison before applying.

\*\*Pre-requisite GPA will be based on UW-Madison courses only.

Students may utilize the GPA calculator (<https://advising.wisc.edu/gpacalculator>) to assist with their progress in these requirements.

### **Application Procedures**

Upon completion of all admission requirements, students must submit the following:

- Completed DPD Application (available at: <https://nutrisci.wisc.edu/didactic-program-in-dietetics-dpd-b-s-dietetics/applying-for-dietetics/>)
- Unofficial copy of UW-Madison transcript
- Evaluation of transfer credits and official copies of transcripts from all transfer institutions (if applicable)

Provide the above in one packet to Erika Anna, Student Services Coordinator.

#### ***Deadlines for admission:***

- June 5th for Fall
- January 5th for Spring

The Student Services Coordinator reviews applications and notify students within two weeks of the deadline. If students were not admitted into the DPD program, the student may request special review of his/her application from the DPD Director.

### **Curriculum**

The DPD at UW-Madison provides the required dietetics coursework to meet the Foundation Knowledge and Skill requirements set by the Academy of Nutrition and Dietetics (AND) for the academic component in the education of future RDNs. UW-Madison's DPD is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the AND through December 31, 2026.

In the first two years at UW-Madison, students will complete the background courses required in areas such as chemistry, physiology, microbiology, communications, and psychology. Students will also take introductory courses in food and nutrition. Professional-level coursework in the DPD begins in the junior year and is offered through the Department of Nutritional Sciences and Department of Food Science (most of these are taken after students achieve Dietetic (DPD) classification).

During the senior year in the DPD, students may apply for a Dietetic Internship to complete the required supervised practice experience. The DPD/B.S. Nutrition and Dietetics degree and the Dietetic Internship will prepare students to become an RDN. For more information on the Dietetic Internship, see Dietetic Internship Application Process (page 13) and Dietetic Internship Assistance (page 14) and the resources manuals provided in Canvas ([www.canvas.wisc.edu](http://www.canvas.wisc.edu)): *Dietetic Internship Application Guide* and *Dietetic Applicant Guide to Supervised Practice*.

All dietetic students must complete the University and CALS General Education Requirements (GER). These requirements are found at: <http://guide.wisc.edu/#gen>.

Beyond University requirements, the course requirements specifically for students who wish to complete the DPD are listed below and can be found in the Appendix, “Academic Requirement Checklist”. In addition, course requirements may be accessed online through the DPD website (<https://nutrisci.wisc.edu/didactic-program-in-dietetics-dpd-b-s-dietetics/degree-requirements/>) or the *Guide* (<http://guide.wisc.edu/undergraduate/agricultural-life-sciences/nutritional-sciences/nutritional-sciences-bs-dietetics/#requirements-text>). Note that several courses are considered equivalent and may be substituted for each other (e.g. Microbio 101 or 303 and Biochem 501).

**Note: if a student has completed a bachelor’s degree in another area or another university, he/she will need to complete the following courses required for the DPD, as well, pending transcript evaluation.**

<b>DPD Required Courses</b>		
<b>Course</b>	<b>UW Madison Course Title</b>	<b>DPD Course Type</b>
Biochem 501	Introduction to Biochemistry	Science
Chem 103 or Chem 109	General Chemistry I Advanced General Chemistry	Science
Chem 341 or Chem 343	Elementary Organic Chemistry Introductory Organic Chemistry	Science
Microbiol 101 or Microbiol 303	General Microbiology Biology of Microorganisms	Science
Microbiol 102 or Microbiol 304	General Microbiology Lab Biology of Microorganisms Lab	Science
Physiology 335	Physiology	Science
Zoology 101 or Zoology 151	Animal Biology Introductory Biology (includes lab)	Science
Zoology 102 or Zoology 151	Animal Biology Lab Introductory Biology (includes lab)	Science
General Business 300	Professional Communication	Professional
General Business 310	Fundamentals of Accounting and Finance	Professional
General Business 311	Fundamentals of Management and Marketing	Professional
Education (one course required): Ed Psych 301 Curric 427, or Curric 428	How People Learn Methods of Teaching Family and Consumer Education Program Planning in Family and Consumer Education	Professional
Psychology: Psych 202	Introduction to Psychology	Professional
Statistics (one course required): 301, 371, Psych 210 or Soc 360	Introduction to Statistical Methods Introductory Applied Statistics for the Life Sciences Basic statistics for Psychology Statistics for Sociologists I	Professional
Food Sci 301	Introduction to the Science and Technology of Food	Professional
Food Sci 437	Food Service Operations	Professional
Food Sci 438	Food Service Operations Lab	Professional
Nutr Sci 200	The Professions of Dietetics and Nutrition	Professional
Nutr Sci 332	Human Nutritional Needs	Professional
Nutr Sci 431	Nutrition in the Life Span	Professional
Nutr Sci 500	Undergraduate Capstone Seminar Laboratory	Professional
Nutr Sci 510	Biochemical Principles of Human and Animal Nutrition	Professional
Nutr Sci 520	Applications in Clinical Nutrition	Professional
Nutr Sci 631	Clinical Nutrition I	Professional
Nutr Sci 632	Clinical Nutrition II	Professional

### **Assignment of Advisors**

Students admitted as Pre-Dietetics students are assigned advising with the Student Services Coordinator who helps plan the schedule of classes and determines when students are eligible to apply for admission to the B.S. degree in Nutrition and Dietetics (Dietetics classification). Because the DPD program requires specific admission requirements, the Student Service Coordinator monitors Pre-Dietetics students closely to predict successful transition into full Dietetics status. In some cases, students may be counseled on different degree paths where they can be more successful.

Once students are in the Dietetics program, they are reassigned to a DPD faculty advisor by the Student Services Coordinator. The DPD faculty advisor will help students plan classes for the remaining DPD program and assist with career guidance. Both Pre-Dietetics and Dietetics students can expect to receive individualized academic and career guidance.

Once students have officially declared a major in Nutritional Sciences, they are added to the department's student email list. Notices are sent out to all current students regarding curriculum changes/information, job/volunteer opportunities, scholarships, meetings for students, etc.

#### **Student Services Coordinator:**

Erika Anna, RDN, CD

Email: [anna@wisc.edu](mailto:anna@wisc.edu)

Phone: 608-262-1692

### **Advising Responsibilities**

#### **What students can expect from an advisor:**

- Help in selecting the right courses so that degree requirements are met. Advisors can provide a four-year course skeleton to help students with planning.
- Advice on appropriate supporting elective courses and activities that may be of interest to the student or enhance their career development.
- Help in setting up future course schedules.
- Be available, especially during advising periods prior to registration.
- Tell the student about College Policy for pass/fail and add/drop/withdrawal procedures. (Deadlines are in the Timetable.)
- Tell the student about current curriculum changes.
- Provide information about graduate school opportunities, post-graduate jobs, internships, letters of recommendation, etc.
- Make the student aware of extracurricular activities (clubs, organizations, intramurals, school sponsored events, etc.).

#### **What advisors expect of advisees:**

- Print a copy of DARS to see degree progress, and bring this to the advising session.
- Search the timetable before coming to an advising session and have selected courses that may be needed.
- Use the four-year skeleton plan to prepare for the program of study, prior to an advising session.
- Have good reasons for wanting to take selected courses.

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- Choose courses that are not likely to be dropped.
- Choose back-up courses, in case specific courses are closed out, fill courses and back-up on a time grid for the semester.
- Attempt to fit possible courses into a time grid.
- Take introductory departmental courses early in the program.
- Talk about interests and careers with your advisor early in your program.
- Become familiar with services provided by the Undergraduate Programs and Services Office, 116 Agriculture Hall (e.g. placement listings, interview schedules, scholarships, etc.)
- Keep appointments with your advisor, or reschedule if you cannot make them. Do not be a no show.
- Keep and frequently update a curriculum sheet and DARS audit.

### **Program Costs**

There are no specific fees associated with the DPD. The University Admissions Page lists tuition and fees for a resident or nonresident undergraduate (<http://www.bussvc.wisc.edu/bursar/bursar.html>).

There are, however, costs involved when applying to dietetic internship supervised practice programs. See below for more information.

### **Dietetic Internship Application Process**

An ACEND-accredited supervised practice program (Dietetic Internship) is required for students to be eligible to take the National Registration Examination for Dietitians administered by the Commission on Dietetic Registration. To be eligible for the Dietetic Internships, students must complete a *minimum of a bachelor's degree*, including the DPD coursework accredited by ACEND. Students wishing to complete a dietetic internship may apply to programs during their senior year or upon completion of the B.S. Nutrition and Dietetics/DPD. The Academy of Nutrition and Dietetics maintains a current list of supervised practice programs which details cost of program, length, and type (e.g. programs that offer distance education, result in graduate degree, or option for graduate degree).

Admission to dietetic internships is very competitive. A strong academic record, volunteer or paid relevant work experience, and strong recommendations from faculty and employers will increase the likelihood that a student will be admitted to an internship. There are two application times each year, in February and in September, for programs beginning July-August or January-February, respectively. Students apply to internships via the Dietetic Internship Centralized Application Services (DICAS)- <https://portal.dicas.org/>. Students typically apply to 5-7, but may apply to as few as one or many as they wish.

The Dietetic Internship selection of applicants goes through a 'matching' process. The Dietetic Internship Match is a computer-based method that provides an orderly and fair way to match the preferences of applicants with the preferences of the Dietetic Internship program directors. D&D Digital manages the match (<https://www.dnddigital.com>). Applicants will only be matched with one dietetic internship. These matches occur in April and November.

Students should be aware and plan for the incurred costs for applying to Dietetic Internships. These costs vary widely, but include:

Computer Matching Fee:	\$55.00
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Application Fees (varies by program): \$25-\$50+/program

GRE (if applicable): \$205

### **UW Health Dietetic Internship Program Pre-Select Admission for UW-Madison Students**

The UW Health Dietetic Internship program, located at the UW Hospital and Clinics in Madison, WI, offers a pre-select option for a maximum of 5 slots annually. These slots are reserved for senior UW-Madison Dietetic students and Graduate students enrolled in the UW-Madison M.S. Clinical Nutrition online degree program who wish to continue their education within the University of Wisconsin system and complete the dietetic internship after graduation.

The application and admission process will be conducted during the Fall semester annually. The application deadline is the last day of the Fall semester each year. Applicants will receive notification via email from the Dietetic Internship Director of acceptance or rejection by January 28<sup>th</sup> each academic year. Once students accept an intern position in the UW Health's Dietetic Internship Program the next academic year, their name is submitted to the D&D Digital and that student is ineligible to participate in computer matching.

Full acceptance is conditional on maintaining cumulative and major GPAs, as well as, graduation and DPD verification for graduating seniors. Once accepted, senior students must apply to UW-Madison Capstone Program in Clinical Nutrition-Dietetic Internship by applying to be a special student (<http://continuingstudies.wisc.edu/advising/applycapstone.htm>) for the non-degree track or the UW-Madison Graduate School to be a graduate student (<https://grad.wisc.edu/apply/>) for the degree track. Be sure to specify a summer term start for either program. For questions about this application process, please contact Makayla Schuchardt ([mlschuchardt@nutrisci.wisc.edu](mailto:mlschuchardt@nutrisci.wisc.edu)).

Dietetic students with senior status that are interested in the pre-select option should contact the DPD Coordinator or the UW Health Dietetic Internship Program Director (Cassandra Vanderwall, PhD, RDN, CDE @ [cvanderwall@uwhealth.org](mailto:cvanderwall@uwhealth.org)) the summer or early fall before applying. More information about the UW Health Dietetic Internship Pre-Selection Program can be found at: <https://www.uwhealth.org/health-professionals/internships/dietetic-internship/main/31875>

### **Dietetic Internship Assistance**

Internships and supervised practice information is provided in the courses NS 200, *The Professions of Dietetics and Nutrition* and in NS 520, *Applications of Clinical Nutrition*. In addition, all students with Pre-Dietetics and Dietetics status have access to written resource manuals prepared by the DPD program faculty via Canvas ([www.canvas.wisc.edu](http://www.canvas.wisc.edu)). These resource manuals include:

- *Introduction to Dietetics for New and Prospective Students*
- *Looking Ahead: Improving Your Chances for Dietetic Internships*
- *Applicant Guide to Supervised Practice*
- *Dietetic Applicant Guide to Supervised Practice*
- *Interviewing Handbook*

Information on dietetic internships is also delivered by the DPD program faculty. Early each fall semester, DPD faculty host informational sessions regarding dietetic internships. Individual

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advising and assistance is provided by DPD faculty advisors. Students interested in applying to dietetic internships are encouraged to meet with their DPD faculty advisor and/or the DPD Program Coordinator regarding application procedures, internship selection and career advising.

### **Dietetic Internship Information for International Students**

For international students on an F-1 visa interested in applying to dietetic internship programs, it is advised to look toward stand-alone internships or internships combined with a degree granting graduate program. Fully online programs or internships that offer some graduate credit without granting a degree are not advised. Also, not all stand-alone internship programs are able to accept international students, so please check with any individual programs of interest. For further advising or questions, please contact Amber Haroldson ([halvorson@wisc.edu](mailto:halvorson@wisc.edu)).

## **DPD STUDENT RESOURCES AND SCHOLARSHIPS**

### **Karen Spector Reading Room/Computer Facilities**

The Karen Spector Reading and Conference Room is located in Rm. 230 of the Nutritional Sciences Building, 1415 Linden Dr. It was established through the University of Wisconsin Foundation in memory of Karen Rae Spector. Undergraduate students in the Department of Nutritional Sciences may use this room anytime the building is open.

In May 2000, Jerry and Dianne Spector provided funds for the development and construction of this beautiful room. It is used for study, lectures and meetings in the Nutritional Sciences Department. It is comfortably decorated, warm and friendly in size, with three large windows for light. The room is furnished with large conference table, task chairs, and easy chairs for lounging and reading. There is a pull-down screen for presentations and bookshelves for research materials.

### **Student Organizations**

#### **The Dietetics and Nutrition Club (DNC)**

The DNC is for students to share their ideas and experiences in nutrition and dietetics, to enhance and extend their education in the field, and develop awareness of career opportunities. The DNC maintains a bulletin board near the Linden Drive entrance of the Nutritional Sciences Bldg. Their website is: <https://nutrisci.wisc.edu/undergraduate/dietetics-and-nutrition-club/>

Advisor: Amber Haroldson, PhD, RDN

#### **Academy of Nutrition and Dietetics (AND)**

The AND has as its purpose direction and leadership for quality dietetic practice, education and research and to promote optimal health and improve the nutrition of human beings. Dietetics students are encouraged to join the AND as affiliate members. As a member, students receive the Journal of the Academy of Nutrition and Dietetics, published monthly. Other benefits are described in their student member page. The current membership cost for students is \$59/year. ***Please note that student membership to AND is required for the course NS 520, Applications of Clinical Nutrition. Course assignments and projects will require access to materials and resources only available to members.***



Further information may be found on the AND Website:

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

### **Wisconsin Academy of Nutrition and Dietetics (WAND)**

Student membership in the national association results in automatic membership in the state association. Students receive periodic e-newsletters and are strongly encouraged to be knowledgeable about association issues and concerns. WAND has an annual spring meeting and Advocacy Day that students are encouraged to attend. A significant discount on the registration fee for these events are given to students. In addition, there are events student can participate in through the Southern Region WAND as well as student scholarship and grant opportunities. Further information may be obtained from Dietetics Faculty and Staff or their website at:

<http://www.eatrightwisc.org>

### **CALS Ambassadors**

A service, educational, and social organization. Purpose: promote agriculture, life sciences, and natural resources; and have a desire to service the college, improve communication skills and enhance leadership qualities. Members serve as representatives of the College of Agricultural and Life Sciences, participating in public relations, recruitment activities, and alumni events. Ambassadors are involved in high school visits, telemarketing, preview days, alumni activities, panel presentations, tours of the CALS campus, staffing exhibits, and various conferences.

### **Additional Academic Opportunities**

Students are encouraged to take advantage of additional opportunities available that will enhance his/her education. These include independent studies, coordinative internships, and educational programs outside the department. Academic advisors are the best source of information on these opportunities.

### **Scholarships**

Each year the Department of Nutritional Sciences awards between \$40,000-\$50,000 in scholarships to Nutritional Sciences majors. In order to be considered for a DNS Scholarship, students must have a current FAFSA filed, and a completed scholarship application submitted. Below describe two scholarships that are specific to those pursuing a B.S. Nutrition and Dietetics degree.

#### **The Kitty Clark Cole Scholarship**

The Kitty Clark Cole Scholarship is a full-tuition scholarship for one year. It is the intention of the donor to provide students with the freedom to reduce outside work activities, "thus providing more time to participate in student organizations and the marching band." The donor believes that academic programs are enhanced through extracurricular experiences that develop leadership and team- building. See the DNS website for information on application procedures and criteria for selection.

<https://nutrisci.wisc.edu/undergraduate/scholarships/kitty-clark-cole-scholarship/>

#### **The Karen Spector Scholarship**

The Karen Spector Scholarship is a full time undergraduate student in her/his senior year of the Didactic Program in Dietetics. Qualifications that were attributes of Karen Spector including creativity, imagination, self-initiative and independence. Recipients shall be individuals: who give that extra measure of hard work that makes an impact on others,

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who make the world a better place because they do a bit more, and who reflect the attitude that one person can make a difference. See the DNS website for information on application and criteria for selection.

<https://nutrisci.wisc.edu/undergraduate/scholarships/karen-spector/>

**Additional scholarships** are available through CALS, the Department of Nutritional Sciences, the Academy of Nutrition and Dietetics the Wisconsin Academy of Nutrition and Dietetics, etc. See the DNS website for further information.

<https://nutrisci.wisc.edu/undergraduate/scholarships/>

## ETHICS

The DPD program follows UW-Madison's rules on academic integrity (<http://guide.wisc.edu/undergraduate/#rulesrightsandresponsibilitiestext>). In addition to the UW-Madison policy, the DPD Program also follows the Academy of Nutrition and Dietetic (AND) ethical code.

### **The Academy of Nutrition and Dietetics Code of Ethics**

The DPD Program embrace the Academy of Nutrition and Dietetics (AND)/Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession.

The Principles and Standards are:

1. Competence and professional development in practice
2. Integrity in personal and organizational behaviors and practices
3. Professionalism
4. Social responsibility for local, regional, national, global nutrition and well-being

More detailed information on these principles and standards that are in effect as of June 1, 2018 can be found at:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

## PROGRAM POLICIES AND PROCEDURES

### **Grievance Procedures**

Students who believe they have been treated unfairly, in any academic or nonacademic matter, may complain about the treatment. The complaint may involve any matter of perceived unfairness, including grading or classroom treatment, or sexual or racial harassment. Each school or college has a procedure to hear grievances. These procedures are available from CALS in the Undergraduate Programs and Services office (Rm. 116 Ag Hall). Generally, the process involves an informal attempt to solve the problem, if appropriate. If not, more formal proceedings can be undertaken until a resolution is reached. Appeals from students should be made promptly within 30 days of the time the grievance occurred.

***For grievances outside the Department of Nutritional Sciences:*** If the student cannot resolve the fairness question directly with the person at whom the complaint is directed, the student may pursue a series of steps to achieve a fair hearing and protect the rights of both parties involved. These steps are described in a statement titled "College of Agricultural and Life Sciences Student Grievance Procedure". This statement is available from the dean's office or on CALS

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Academic Affairs website (<https://cals.wisc.edu/academics/>). If not resolved at the departmental level, grievances may eventually be decided by the dean in consultation with the college's Equity Action Committee.

***For grievances within the Department of Nutritional Sciences:*** If a problem or complaint occurs within the Department of Nutritional Sciences, the student should immediately consult the person involved. If the problem is not promptly resolved, the student should consult the Department Chair, David Eide (Rm. 340B Nutr Sci Bldg, 263-1613, [deide@wisc.edu](mailto:deide@wisc.edu)). If the situation remains unresolved, the student should contact the Departmental Grievance Officer (Denise Ney (Rm. 277 Nutr Sci Bldg, 262-4386, [ney@nutrisci.wisc.edu](mailto:ney@nutrisci.wisc.edu)). If the situation remains unresolved at the department level, the student should appeal to the CALS Dean of Undergraduate Programs and Services, Karen Wassarman (Rm. 116 Ag Hall, 262-3003, [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu)), whose appointed representative is to help adjudicate complaints and/or grievances directly or through a committee which represents the college.

***For grievances within the DPD:*** If a problem or complaint occurs within the DPD, the student should immediately consult the person involved. If the problem is not promptly resolved, the

student should consult the Program Coordinator, Tara LaRowe (Rm. 286 Nutr Sci Bldg, 265-8926, [tlarowe@wisc.edu](mailto:tlarowe@wisc.edu)). If the situation remains unresolved, the student should appeal to the Department Chair, followed by the Departmental Grievance Officer (as mentioned above). The DPD program retains all complaints against the program along with resolution for a period of seven (7) years per ACEND requirements.

***For grievances with DPD program compliance with ACEND Accreditation Standards:***

Complaints should only be directed to ACEND after all other options with DNS, CALS, and UW-Madison have been exhausted.

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be compliance with the accreditation standards or policies. The procedure can be found on the website for ACEND: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. Written complaints should be address to Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995.

### **DPD Graduation and/or Program Completion Requirements**

DPD graduation and program completion requirements follow UW-Madison's completion of undergraduate degree policies (including the General Education Requirements and 120 credit) and the CALS minimum requirements for completion of a B.S. degree (last 30 credits to be earned "in residence" and cumulative GPA of 2.00 or higher on all courses carried for a grade at UW-Madison). All required courses must be completed within five years, starting the first semester after admission into the DPD program. Requirements for the B.S. degree in Nutrition and Dietetics regarding specific courses, in addition to the UW-Madison and CALS requirements regarding specific courses may be found in the Guide.

<http://guide.wisc.edu/undergraduate/agricultural-life-sciences/nutritional->

Completion of the B.S. Degree in Nutrition and Dietetics at UW-Madison (as posted on an official transcript) indicate DPD completion. Transcripts and coursework are reviewed by the DPD Coordinator/Director, by the CALS Student Examiner and by the Registrar. This provides a system of “quality control” and several cross-checks before the degree is granted. The DPD Coordinator/Director reviews transcripts (UW-Madison and any transfer credits from other universities, if applicable) before a Verification Statement is issued.

### **DPD Verification Statement and Issuance Procedure**

All students (current and alumni) that complete the DPD requirements and/or the B.S. degree in Nutrition and Dietetics at UW-Madison are eligible for issuance of a DPD Verification Statement signed by the DPD Director. The DPD Verification Statement is the evidence provided from the DPD Director that a student has successfully fulfilled the requirements for completion of the DPD in accordance with institutional, Commission on Dietetic Registration (CDR), and ACEND policies. This form is required before beginning a Dietetic Internship or taking the Registration Examination for Dietetic Technician.

Students/alumni should request their Verification Statement in the following steps:

1. Submit the “Request Form- Declaration of Intent/Verification Statement”, the “Academic Requirement Checklist” for the DPD program, and an **OFFICIAL** UW-Madison transcript to the DPD Coordinator.
  - The Request Form and Checklist are found in the Appendix of this handbook.
  - If requesting a Verification Statement (*not* Declaration of Intent), official transcripts **MUST** show the date and degree conferred. Please note that it takes approximately 2-6 weeks for CALS to submit degrees to the registrar to be posted on the transcript following graduation.
  - Official transcripts may be sent via mail, third party secure email, or hand delivered
2. Once the student/alumni submit forms listed in #1, the DPD Coordinator and Director will process the request and will create the appropriate form within two (2) weeks.

As noted on the “Request Form”, students may qualify for two types of DPD verification, either the Declaration of Intent or the Verification Statement.

#### **1. Requesting Declaration of Intent**

- Declaration of Intents are typically only needed when students are applying to Dietetic Internships but have not yet completed all DPD course requirements. Students applying to Dietetic Internships via DICAS will need verification from the DPD Director that they will be completing the DPD requirements prior to starting a Dietetic Internship.
- After a student submits their Request form for Declaration of Intent, the DPD Coordinator will send the applicant the UW-Madison DPD Course List and the DPD Director will verify intent of completion via DICAS. These steps are needed to complete the DICAS application.

#### **2. Requesting an ACEND Verification Statement**

- Approval of the DPD Verification Statement will result in issuing the applicant six (6) originals of the form (per ACEND/CDR guidelines). Students/alumni have the option to pick-up the forms from the DPD

Coordinator or have the forms mailed to the address of their choice.  
Delivery preference is provided by the student/alumni on the application.

- A \$30 fee will be applied for requests of additional Verification Statements beyond the six provided to the student.

### **DPD Insurance Requirement Policy**

The DPD does not require any specific type of insurance for students. Health care services are provided through the University Health Services (UHS). The UHS provides students with many basic health care services at no extra cost, including medical care for illnesses, injuries, counseling and consultation services. It does not replace health insurance covered services. A separate health insurance policy is strongly recommended. More information on UHS can be found at:

<https://www.uhs.wisc.edu/>

In addition, students are not required to carry professional liability insurance, and the DNS does not purchase professional liability insurance for students.

### **DPD Experiential Learning**

The DPD curriculum does not require experiential learning. No additional policies by the DPD program are related to travel and student injury/illness above those required by the University. The DPD does not require drug testing or criminal background checks.

### **DPD Prior Learning Credit Policy**

The UW-Madison or DPD program does not allow “credit” for prior learning other than through the evaluation of transcripts from academic work completed at other colleges/universities. Transfer credit policies can be found in [the Guide](#).

If a course does not transfer, the DPD Program Director or Coordinator can evaluate it for course equivalency or have it evaluated by specific department/instructors teaching similar courses. The DPD Program Director has the authority to substitute appropriate courses required for the DPD for students who already hold a bachelor’s degree. Students may contest the DPD decision on a course transfer. In that event, the DPD calls upon The CALS Scholastic Policies and Action Committee, to determine whether a course will meet degree requirements.

### **DPD Assessment of Learning & Progress Reports Policy**

The UW-Madison policies are followed regarding assessment of learning and progress reports. Student learning in the DPD program is assessed in each DPD course as identified in the course syllabus that is required to be provided to students on the first day of courses. DPD faculty are required to state all knowledge and learning outcomes as defined by ACEND. The curriculum is designed to build on concepts introduced in lower division courses and to increase competence of students as they progress through the curriculum. DPD faculty assess student learning through assignments, projects, case studies, and exams. The small class size in Applications in Clinical Nutrition (NS 520) affords the opportunity for multiple assignments and individual feedback to support areas that need improvement. Group projects are also used to develop teamwork and collaboration skills. The DPD Director performs a final assessment of program completion requirements for students

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before issuing the DPD Verification Statement.

### **Reasonable Extension of Assignment Deadlines Policy**

Students have the responsibility to complete and submit all assignments according to the instructor's course policies. However, there may be certain situations that may pose a challenge to complete assignments by the deadlines. In these situations, instructors may accommodate flexibility in deadlines and make up work. Students will need to work with the instructor to determine the maximum extension that can be given without compromising the integrity of the course.

Examples include, but are not limited to:

Unexpected personal crises, medical or physical episodes that interferes with the student's ability to complete the work in the expected time frame.

### **DPD Retention, Remediation, and Disciplinary/Termination Policy**

Any incoming or transfer student, that meet admission requirements, and are currently enrolled at UW-Madison may declare Pre-Dietetics status. The DPD retains all students under monitoring of the Student Services Coordinator and remain in the program as long as requirements for advancement are met.

Policies regarding remediation and disciplinary/termination follow UW-Madison guidelines.

Students should reference the following from UW-Madison's Office of Student Conduct and Community Standards:

Academic Integrity and Student Rights: <https://conduct.students.wisc.edu/academic-integrity/>

Non-academic misconduct: <https://conduct.students.wisc.edu/nonacademic-misconduct/>

Academic regulations and policies, including probationary and dropped status from CALS: <https://cals.wisc.edu/academics/undergraduate-students/academic-policies-forms/>

### **DPD Withdrawal, Refund, and Schedule Policy**

Withdrawal and refund of tuition and fees follow the UW-Madison policies. These policies can be found at the Registrar's site (<https://registrar.wisc.edu/>). The DPD follows the

University calendar, which can be located at: <https://secfac.wisc.edu/academic-calendar/>

### **DPD Protection of Privacy and Student Access Policy**

The DPD follows the UW-Madison policies regarding protection of privacy of information compliant with the federal Family Educational Rights and Privacy Act (FERPA) of 1974. All information regarding a student's academic records is considered private between the student and the University. The DNS department does not release any academic information to anyone outside the University without the student's authorization. Student rights under FERPA include:

1. Right to inspect and review education records
2. Right to seek to have your education records amended
3. Right to control disclosure of certain portions of your education records
4. Right to file a complaint with the US Department of Education

Details on these policies may be found at the UW-Madison's Office of the Registrar (<https://registrar.wisc.edu/ferpa-rights/>).

## STUDENT SERVICES

### Student Services

Students at UW-Madison have access to a wide variety of student support services, including health services, counseling, testing and financial aid.

**University Health Services (UHS)** (265-5600, 333 East Campus Mall, floors 5-8) is the health clinic on campus, open to any current UW–Madison student. The team of experienced professionals combine routine health care (and you can choose to see the same primary care clinician throughout your UW years) with specialty clinics that focus on key health concerns. The key health area UHS covers are:

- Medical Services (medical treatment of injuries and illnesses, flu and allergy shots, and travel check-ups and specialty clinics such as Women, Sports Medicine and Dermatology);
- Mental Health Services (counseling for stress reduction, smoking cessation, nutrition/disordered eating, mental health crises, and more);
- Prevention (health equity, food assistance, substance abuse, suicide prevention, etc);
- Victim Advocacy (information/referral, supportive counseling, support groups, advocacy/accompaniment)
- Environmental & Occupational Health (assures campus spaces are safe and healthy places to learn, live, work and visit)

<https://www.uhs.wisc.edu/>

**The Dean of Students Office** (70 Bascom Hall, 500 Lincoln Drive, 263-5700) is interested in making student's experience at UW-Madison to be a happy, healthful and productive one. The professional and student staff across the Dean of Student Office (DoSO) are dedicated to helping students succeed both in and out of the classroom as a student here at UW-Madison, as well as helping him/her realize their full potential. They serve as students' first resort or last resort when they have concerns -- big or small -- or are in need of assistance.

<https://doso.students.wisc.edu/>

**CALS Academic Affairs** (116 Ag Hall, 1450 Linden Drive, 262-3003) offers services for students within CALS. The CALS Transitional Advising & Outreach Services (TAOS) provides advising services ranging from declaring a CALS major to academic success strategies. CALS Dean on Call is another service that offers students drop-in appointments Monday-Friday between noon-3:30. Students with questions about CALS policies, deadlines or personal concerns are encouraged to consult with a Dean-on-Call.

**McBurney Disability Resource Center** (702 W. Johnson Street, Suite 2104, 263-2741) offers a variety of services to accommodate students including test accommodations, scholarships, notetaking assistance, campus resource assistance (library, laboratory), housing accommodation and disability-related services and adaptive learning resources.

<https://mcburney.wisc.edu/>

**The Office of Student Financial Aid** (333 E Campus Mall, #9701) offers students information and assistance in financial aid to meet students' needs. Students can learn more about

eligibility, applying and types of aid offered by visiting the program website:  
<https://financialaid.wisc.edu/types-of-aid/>.

This student handbook was prepared by:

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APPENDIX

**ACADEMIC REQUIREMENT CHECKLIST DIDACTIC PROGRAM IN DIETETICS (DPD) – UW-Madison**

Student \_\_\_\_\_ Date \_\_\_\_\_

**SUBSTITUTION**

*If course is NOT taken at U-Madison, list course and institution where taken*

<b>DIDACTIC PROGRAM REQUIRED COURSES</b> (Circle the number of the course you have completed)	<b>List Date Completed</b>	<b>Course</b>	<b>College</b>
Biochem 501 *			
Chem 103 or 109 *			
Chem 104 or 109 *			
Chem 341 or 343 *			
Microbiol 101 or 303 *			
Microbiol 102 or 304 *			
Physiology 335 *			
Zoology 101 * or 151 *			
Zoology 102 * or 151*			
<b>General Business 300 +</b>			
<b>General Business 310 +</b>			
<b>General Business 311 +</b>			
<b>EDUCATION<sup>1</sup> (one course required): + Ed Psych 301 or Curric 427, 428</b>			
<b>PSYCHOLOGY: + Psych 202</b>			
<b>STATISTICS (one course required): + Stats 201, 301, 371 or Psych 210 or Soc 360</b>			
<b>Food Sci 301 +</b>			
<b>Food Sci 437 +</b>			
<b>Food Sci 438 +</b>			
<b>Nutr Sci 200 +</b>			
<b>Nutr Sci 332 +</b>			
<b>Nutr Sci 431 +</b>			
<b>Nutr Sci 500 +</b>			
<b>Nutr Sci 510 +</b>			
<b>Nutr Sci 520 +</b>			
<b>Clinical Nutrition (one option required)<sup>2</sup>: + Nutr Sci 631 and Nutr Sci 375 Nutr Sci 631 and Nutr Sci 632</b>			

\* DPD Science Course

+ DPD Professional Course

<sup>1</sup> LSC 377, Inter-He 515 fulfills this requirement for students declaring PDI prior to Fall 2016

<sup>2</sup> NS 631/632 effective 2018-19 academic year for students declaring PDI after Spring 2018

**REQUEST FORM – Declaration of Intent/Verification Statement**

Date: \_\_\_\_\_

Check one:    \_\_\_\_ Declaration of Intent            \_\_\_\_ Verification Statement

FULL Name: \_\_\_\_\_  
                        EXACTLY as it appears on transcript (include middle name)

Current Address: \_\_\_\_\_  
                        Street

\_\_\_\_\_ City State Zip

UW-Madison Email Address: \_\_\_\_\_

Other Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
                        Street

\_\_\_\_\_ City State Zip

Graduation/DPD Completion Date: \_\_\_\_\_ DI Appointment Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Major(s) Completed (or Completing) \_\_\_\_\_

Degree(s) Completed (or Completing) \_\_\_\_\_  
(if other than UW-Madison, specify where and when)

Certificate(s) Completed (or Completing) \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_ Permanent Telephone Number: \_\_\_\_\_

Your Cumulative GPA: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Internship Programs Selected for Application (use back if needed)

*Institution*

*Location*

**NEXT SEMESTER COURSE FORM  
DIETETIC INTERNSHIP APPLICANT**

Name \_\_\_\_\_

I am registered for the following courses for next semester:  
(List required and elective courses)

**Required Courses**

Course Dept.      Course No.    Course Title (*EXACTLY AS LISTED IN THE TIMETABLE*)

**Elective Courses**

Course Dept.      Course No.    Course Title (*EXACTLY AS LISTED IN THE TIMETABLE*)